

CONFIDENTIAL

12-12-1

Monthly Meeting (DDA)

22 September 1983

Safety Enhancement Program	25X1
Responses have been received from well as other facilities (OC and FBIS) regarding the Safety Enhancement Program. The following equipment has been provided:	
Scott 15-minute Emergency Escape Breathing Device 1052 Training Unit 90	
Rescumatic Emergency Descent Device 70	
Sky Genie Emergency Descent Device 119	
Smoke Detectors 369	
Fire Extinguishers 1,515	
Emergency Escape Ladders 489	
First Aid Kits 1,239	
was spent on purchase of equipment.	25X1

COMPONIENT

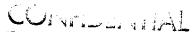
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Training (Conducted by the Safety Staff)

A member of the Safety Staff presented the 1 1/2 hour Women's Safety lecture six times to 249 employees. Two	
	051/4
September. on 22	25X1 25X1
A member of the Safety Staff presented initial training of one hour to eight component safety officers. The training included their responsibilities as component safety officers and provisions of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.(U)	
The 5-day Basic Safety and Health Course is scheduled 26-30 September 1983 . Sixteen employees are registered for the course.	25X1 25X1
Two members of the Safety staff met with representatives of the Logistics Services Division to discuss the Smith System motor vehicle driver improvement program which the Safety Staff is prepared to give to the CIA professional motor vehicle operators. A subsequent request from C/LSD requested that the program be presented to the Motor Pool motor vehicle operators.	25X1
Three members of the Safety Staff met with the Safety Director and an OMS representative on detail to the Department of State regarding training and instruction given in regard to use of the equipment in the Safe Haven medical kit and Scott 15-minute emergency escape device	25X1



Training (Received by the Safety Staff)

Fire Protection Engineer, attended an arson	25X
investigation course presented 22-26 August 1983 conducted by	
the FBI at Quantico, VA.	25X′
	25X′
attended the annual meeting of the American	_0, (
Chemical Society 29-30 August in Washington, D. C., of which he	
is a member.	25X′
	25X
participated in the Document Destruction	
Course presented by OS/TSD personnel 13-15 Sept.	25X′
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is scheduled to attend the Professional	25X′
Woman in a Managerial Environment Course 26-30 Sept.	25X′
20 30 bept.	
is scheduled to attend the	25X′
	25X
Course 2-7 October.	20/
	25X′
is scheduled to attend the Briefing	
Techniques Course at the C of C Building 3-7 October	25X′

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Miscellaneous

An inspection of the C of C Building was conducted to	
ascertain if deficiencies exist in the fire protection and existing capabilities.	25X1
	25X1 25X1
A safety guide for use of a portable x-ray was prepared for OS/TSD.	25X1
A report was prepared <u>for the Director</u> . OTS regarding the Safety Staff evaluation of	25X1
An inspection of conserv-a-files in an FBIS area was made and guidance provided on securing them.	25X1
Guidance was provided to OIA/NPIC regarding repetitive lifting (number of pounds) by male and female employees.	25X1
A member of the Safety Staff attended the second meeting of the NPIC Safety Committee which had environmental health problems as its main subject.	25X1
Unannounced fire drills (13) are being scheduled during Fire Prevention Week (10-14 Oct.) for buildings in the Headquarters area. A fire drill for the Headquarters building will be scheduled at a later date.	25X1